

# Event Details

## PeopleSoft Strategic Sourcing

| Event ID                | Format                  | Type | Page |
|-------------------------|-------------------------|------|------|
| 32701-0000011010        | Sell                    | RFx  | 1    |
| Event Round             | Version                 |      |      |
| 1                       | 1                       |      |      |
| Event Name              |                         |      |      |
| Used Oil Marketing      |                         |      |      |
| Start Time              | Finish Time             |      |      |
| 04/09/2019 10:00:30 CDT | 04/23/2019 14:00:00 CDT |      |      |

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Environment & Conserv  
Call for Shipping Information  
United States

**Contact:** Shane Gibson  
**Phone:** 615/253-4762  
**Email:** Shane.Gibson@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Event Description

This event is to bid for a one-year contract for agency: TN Department of Environment & Conservation.

Specifications and terms & conditions are attached.

Contact: Shane Gibson at 615-253-4762 and Shane.Gibson@tn.gov.

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

The purpose of this Invitation to Bid Event/Source of Supply Event is to establish a term contract to provide: The State of Tennessee, with products and/or services as described in the attached terms, conditions, specifications and price sheet.

A term contract means a contract in which a source or sources for supply are established for a specified period of time at an agreed upon price(s).

If the Review and bid on this event link included in the e-mail notification does not work, please go to <https://www.tn.gov/generalservices/article/invitations-to-bid-itb>.

Click on the link that says Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: [https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)  
(Maintain supplier information)

Central Procurement Office Website:  
<http://www.tn.gov/generalservices/section/central-procurement-office>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

## General Comments

- There will be an optional pre bid meeting for this bid, at the date/time/location specified within the attached Pre Bid Memo. Please contact Shane.Gibson@tn.gov for any additional information.

## General Questions

| Question                                                                                                                                                                                                                                                                                                                                                                                                                                                    | UOM | Best | Worst | Response             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|-------|----------------------|
| I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.<br>IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud. |     | Yes  |       | <input type="text"/> |

Required: Yes Mandatory Response:Yes

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

| Event ID                | Format                  | Type | Page |
|-------------------------|-------------------------|------|------|
| 32701-0000011010        | Sell                    | RFx  | 2    |
| Event Round             | Version                 |      |      |
| 1                       | 1                       |      |      |
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**Email:** Shane.Gibson@tn.gov

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**Bids allowed in other currency:** No

### Response Comments

#### Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

#### Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### **Service Experience, Time in Business - Contracts**

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

| Event ID                | Format                  | Type | Page |
|-------------------------|-------------------------|------|------|
| 32701-0000011010        | Sell                    | RFx  | 3    |
| Event Round             | Version                 |      |      |
| 1                       | 1                       |      |      |
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| Used Oil Marketing      |                         |      |      |
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A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

### Response Comments

Please list the following for all licenses and permits required by federal and state law.

List the Type of License  
List the Name on the License  
List the License Number  
List the Expiration Date

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

| Event ID                | Format                  | Type | Page |
|-------------------------|-------------------------|------|------|
| 32701-0000011010        | Sell                    | RFx  | 4    |
| Event Round             | Version                 |      |      |
| 1                       | 1                       |      |      |
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### Response Comments

Associated Terms:

#### **Vendor Contract Administrator**

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### **Subcontracting**

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Yes

Required: Yes Mandatory ResponseYes

# Event Details (cont.)

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| Event ID                | Format                  | Type | Page |
|-------------------------|-------------------------|------|------|
| 32701-0000011010        | Sell                    | RFx  | 5    |
| Event Round             | Version                 |      |      |
| 1                       | 1                       |      |      |
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Event Currency: US Dollar  
Bids allowed in other currency: No

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United States  
  
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Email: Shane.Gibson@tn.gov

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

|                         |                         |             |             |
|-------------------------|-------------------------|-------------|-------------|
| <b>Event ID</b>         | <b>Format</b>           | <b>Type</b> | <b>Page</b> |
| 32701-0000011010        | Sell                    | RFx         | 6           |
| <b>Event Round</b>      | <b>Version</b>          |             |             |
| 1                       | 1                       |             |             |
| <b>Event Name</b>       |                         |             |             |
| Used Oil Marketing      |                         |             |             |
| <b>Start Time</b>       | <b>Finish Time</b>      |             |             |
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**Email:** Shane.Gibson@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Line Details

**Line:** 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:** 1

**Description:** 21 Motor sport venue - Billboard- 4,200 T-shirts

| Question                             | UOM | Best | Worst | Response |
|--------------------------------------|-----|------|-------|----------|
| What is the unit price of this item? |     |      |       |          |

**Required:** Yes **Mandatory Response:** No

### Response Comments

**Line:** 2 **Item ID:** **Line Qty:** 1.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:** 1

**Description:** Online rewards program - \$35.00 voucher to firs 200 entries

| Question                             | UOM | Best | Worst | Response |
|--------------------------------------|-----|------|-------|----------|
| What is the unit price of this item? |     |      |       |          |

**Required:** Yes **Mandatory Response:** No

### Response Comments

**Line:** 3 **Item ID:** **Line Qty:** 1.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:** 1

**Description:** Television commericals on channle 4 (95 + auto racing coverage)

| Question                             | UOM | Best | Worst | Response |
|--------------------------------------|-----|------|-------|----------|
| What is the unit price of this item? |     |      |       |          |

**Required:** Yes **Mandatory Response:** No

### Response Comments

## Event Details (cont.)

### PeopleSoft Strategic Sourcing

|                         |                         |             |             |
|-------------------------|-------------------------|-------------|-------------|
| <b>Event ID</b>         | <b>Format</b>           | <b>Type</b> | <b>Page</b> |
| 32701-0000011010        | Sell                    | RFx         | 7           |
| <b>Event Round</b>      | <b>Version</b>          |             |             |
| 1                       | 1                       |             |             |
| <b>Event Name</b>       |                         |             |             |
| Used Oil Marketing      |                         |             |             |
| <b>Start Time</b>       | <b>Finish Time</b>      |             |             |
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### Bidder Information

|                          |                   |              |
|--------------------------|-------------------|--------------|
| <b>Firm Name:</b>        |                   |              |
| <b>Name:</b>             | <b>Signature:</b> | <b>Date:</b> |
| <b>Phone #:</b>          | <b>Fax #:</b>     |              |
| <b>Street Address:</b>   |                   |              |
| <b>City &amp; State:</b> | <b>Zip Code:</b>  |              |
| <b>Email:</b>            |                   |              |

# Event Details (cont.)

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| Event ID                | Format                  | Type | Page |
|-------------------------|-------------------------|------|------|
| 32701-0000011010        | Sell                    | RFx  | 8    |
| Event Round             | Version                 |      |      |
| 1                       | 1                       |      |      |
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**Bids allowed in other currency:** No

## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Each  
**Description:** 21 Motor sport venue - Billboard- 4,200 T-shirts

### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

### Shipping Information

**Schedule:** 1  
**Quantity:** 1  
**Due Date:** 04/28/2019  
**Freight Terms:**  
**Ship Via:** Best Option Available

**Ship To:** SHARED SERVICES  
312 ROSA L PARKS AVE  
14TH FLOOR  
NASHVILLE TN 37243  
United States

**Line:** 2 **Item ID:** **Line Qty:** 1 **UOM:** Each  
**Description:** Online rewards program - \$35.00 voucher to firs 200 entries

### Item Specifications

**Manufacturer:**  
**Mfg Item ID:**  
**Item Length:** 0  
**Item Width:** 0  
**Item Volume:** 0  
**Item Weight:** 0  
**Item Size:**

**Item Height:** 0  
**Dimension UOM:**  
**Volume UOM:**  
**Weight UOM:**  
**Item Color:**

### Shipping Information

**Schedule:** 1  
**Quantity:** 1  
**Due Date:** 04/28/2019  
**Freight Terms:**  
**Ship Via:** Best Option Available

**Ship To:** SHARED SERVICES  
312 ROSA L PARKS AVE  
14TH FLOOR  
NASHVILLE TN 37243  
United States

**Line:** 3 **Item ID:** **Line Qty:** 1 **UOM:** Each  
**Description:** Television commercials on channle 4 (95 + auto racing coverage)



# Event Details (cont.)

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| Event ID                | Format                  | Type | Page |  |  |
|-------------------------|-------------------------|------|------|--|--|
| 32701-0000011010        | Sell                    | RFx  | 9    |  |  |
| Event Round             | Version                 |      |      |  |  |
| 1                       | 1                       |      |      |  |  |
| Event Name              |                         |      |      |  |  |
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**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Item Specifications

|                       |   |
|-----------------------|---|
| <b>Manufacturer:</b>  |   |
| <b>Mfg Item ID:</b>   |   |
| <b>Item Length:</b>   | 0 |
| <b>Item Width:</b>    | 0 |
| <b>Item Volume:</b>   | 0 |
| <b>Item Weight:</b>   | 0 |
| <b>Item Size:</b>     |   |
| <b>Item Height:</b>   | 0 |
| <b>Dimension UOM:</b> |   |
| <b>Volume UOM:</b>    |   |
| <b>Weight UOM:</b>    |   |
| <b>Item Color:</b>    |   |

### Shipping Information

|                       |                       |                 |                      |
|-----------------------|-----------------------|-----------------|----------------------|
| <b>Schedule:</b>      | 1                     | <b>Ship To:</b> | SHARED SERVICES      |
| <b>Quantity:</b>      | 1                     |                 | 312 ROSA L PARKS AVE |
| <b>Due Date:</b>      | 04/28/2019            |                 | 14TH FLOOR           |
| <b>Freight Terms:</b> |                       |                 | NASHVILLE TN 37243   |
| <b>Ship Via:</b>      | Best Option Available |                 | United States        |

# Event Details (cont.)

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| Event ID                | Format                  | Type | Page |
|-------------------------|-------------------------|------|------|
| 32701-0000011010        | Sell                    | RFx  | 10   |
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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016